

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

BLIND PLACEMENT WORKER

JOB DESCRIPTION

Employees in this job participate in a variety of blind placement activities in order to facilitate the job training, job placement and job adjustment of blind persons.

There are four classifications in this job.

Position Code Title – Blind Placement Worker-E

Blind Placement Worker 8

This is the entry level. The employee performs a range of blind placement assignments. Close supervision and guidance is provided while the employee learns the methods and procedures of blind placement work.

Blind Placement Worker 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of blind placement worker assignments.

Blind Placement Worker 10

This is the experienced level. The employee performs a full range of assignments, using considerable independent judgment to interpret and apply guidelines to a complex variety of situations.

Position Code Title – Blind Placement Worker-A

Blind Placement Worker 11

This is the advanced level. The employee has complete responsibility for the most complex and difficult assignments in a geographic area of the state.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Participates in a continuing program of supervised employment services for the blind, including the providing of job training, job adjustment, follow-up, and evaluation.

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Interviews blind persons to clarify experience, education, aptitudes, abilities, interests, and additional impairments which need to be considered to augment employment goals for each individual.

Meets with rehabilitation counselors to discuss and plan for pre-employment training of clients.

Surveys the labor market in the assigned work area to identify employment possibilities for blind persons.

Meets with industrial, retailing, and service industry representatives to promote the services of the program and to foster better understanding of the abilities of blind persons for selected employment.

Assists businesses in reviewing duties and responsibilities of positions for possible redesign or adaptation to permit or facilitate employment of blind persons.

Assists the blind employee in finding routes to and from work and around the job site and to cope with all impairments in relation to the work.

Meets with civic groups, management representatives, and others to promote and explain the blind placement program.

Maintains records and prepares reports.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Blind Placement Worker 11 (Senior Worker)

Performs the most complex and difficult blind placement assignments in a geographic area of the state.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the resources available to help locate job opportunities.

Knowledge of the types and requirements of jobs utilized by a variety of employers.

Knowledge of the organization of industrial plants.

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Knowledge of the processes and concerns of business.

Knowledge of the techniques of interviewing.

Knowledge of the specialized equipment available to assist blind employees in performing work activities.

Knowledge of safety precautions in industry, business, and service organizations.

Knowledge of basic mobility techniques, such as the identification and use of cues.

Knowledge of available transportation.

Ability to clarify through interviewing, the capabilities and interests of blind persons.

Ability to deal effectively with industrial, business, and service management, social workers, and blind clients.

Ability to obtain the interest and cooperation of management in the placement of the blind.

Working Conditions

Some jobs require travel.

Physical Requirements

None.

Education

Completion of two years of college (60 semester or 90 term college credits) with 15 semester (22 term) credits concentrated in a human services area such as sociology, psychology, or rehabilitation.

Experience

Blind Placement Worker 8

No specific type or amount of experience is required.

Blind Placement Worker 9

One year of experience as a Blind Placement Worker.

Blind Placement Worker E10

Two years of experience as a Blind Placement Worker.

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Blind Placement Worker 11

Three years of experience as a Blind Placement Worker with one year of experience equivalent to the Blind Placement Worker E10.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

BLINPLWRK

Job Code Description

Blind Placement Worker

Position Title

Blind Placement Worker-E

Blind Placement Worker-A

Position Code

BLNPWKRE

BLNPWKRA

Pay Schedule

E42-009

E42-013

ECP Group 1
8/20/2000
MB/VLWT